

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-017
	Subject Mission Statement/Establishing and Monitoring Goals and Objectives	
	Special Instructions Replaces HMR-017 dated January 15, 2015	Effective Date December 21, 2016

I. PURPOSE

Establish guidelines for assisting Department personnel in developing, implementing and monitoring annual Department goals and objectives.

II. POLICY

To effectively manage the Department and accomplish its mission, the Department and all of its components may establish annual goals and objectives.

III. MISSION, VISION, and VALUES

A. Our Mission:

The Mission of the Indiana State Police is to protect life and property within the State of Indiana from all threats, foreign and domestic, to investigate and deter crime, and to promote roadway safety by upholding the laws of the State of Indiana. By partnering with federal, state, and local agencies, the Indiana State Police will accomplish these efforts through effective patrols, investigations, intelligence gathering, innovative application of current technology, and all crimes policing efforts.

B. Our Vision:

We will be the model of a highly trained, equipped, responsive and coordinated statewide police agency that is independent, yet supportive of all law enforcement agencies. We are committed to the utmost professionalism in delivering all-encompassing police services focused on criminal apprehension, crime reduction, traffic safety, and homeland security. We will continue to develop the skills of our members while efficiently and effectively managing our resources and maintaining an unwavering commitment to uphold and defend the constitutions of the State of Indiana and the United States of America.

C. Our Values:

Integrity

Indiana State Police personnel will remain steady and honorable with an unwavering commitment to the truth, regardless of the outcome.

Loyalty

Loyal to the citizens we serve, committed to the highest ideals of public safety and to the law.

Community

Indiana State Police personnel will immerse themselves into their communities, where they live and work, providing those communities with dedicated, compassionate, and comprehensive law enforcement services.

IV. PROCEDURE

Department enforcement goals and objectives.

A. From January 1 through June 30 of each calendar year, any Department employee may forward suggestions related to goals and objectives for the following calendar year to the Superintendent, through channels. Immediate and intermediate Commanders shall endorse, with or without comment, and forward all suggestions.

B. In September of each calendar year, the Superintendent may distribute the annual short and long-term goals to the Chief of Staff and each Assistant Chief of Staff who shall:

1. Review the Department goals and establish quantifiable objectives to complete their assigned goals;

2. Submit their respective objectives to the Superintendent for approval; and

3. In November of each calendar year, forward a copy of the Department’s goals and their respective objectives to all commanders under their supervision.

C. The appropriate goals and objectives shall be published by all applicable Commanders and copies distributed to all affected personnel.

V. MONITORING

A. To effectively monitor the goals and objectives at quarterly intervals Division, Section, Zone and Area Commanders shall submit a progress report, through channels, to the Superintendent.

B. The scheduled dates for submitting progress reports are as follows:

1 st Quarter (January through March)	Due: April 30
2 nd Quarter (April through June)	Due: July 31
3 rd Quarter (July through September)	Due: October 31
4 th Quarter (October through December)	Due: January 31

C. Each Commander shall forward a progress report after the conclusion of each quarter of a calendar year. The progress report shall list the goals and objectives and the progress of each, including problems and successes, made toward those goals and objectives, through channels, to

the Chief of Staff and appropriate Assistant Chief of Staff. The second, third and fourth quarter reports shall be cumulative. The cumulative fourth quarter report shall also serve as the annual goals and objectives progress report.

D. The Chief of Staff and each Assistant Chief of Staff shall review the applicable reports (quarterly and annual) and submit them, with or without comment, to the Superintendent.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.